



## Annual Verification - Check-In Step-by-Step Guide

### Log into your Quality Rated account

- Click the **CREATE APPLICATION** button
- Review Licensing Information displayed in the application
  - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in the licensing system
  - Contact your Child Care consultant provided under the Facility Information heading for assistance with changes
- Review **Part 1 Site Information** and update the following information if needed
  - Owner Information
  - Program Official Information
  - Classroom Information
    - Answer 'No' to the question asking if your program only provides after school care
  - Demographic Information
- Review **Part 2 Current/Past Technical Assistance Services** and update if needed
- Review **Part 3 Quality Accreditations** and update if needed
- In **Part 4 Annual Verification**, select **Option 1 - Check-In**
- Review **Part 5 Certification of Application** and update compliance information if needed
- Click box at the bottom of the page that says *"Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy."*
- Click SAVE at the bottom of the screen
- Click SUBMIT

**You have completed the Check-In process. No other action is required.**